Terms of Reference for “Transitional GRG 2021-2023” (Final Draft)

The INSARAG Guidelines c.a.[[1]](#footnote-1) remain a living document and will be subject to an ongoing process of development to improve and document the way we respond to save lives in major natural disasters like earthquakes or building collapses in other disasters.

To facilitate continuous improvement in classified teams, while maintaining the relevance of INSARAG in a rapidly evolving environment, the INSARAG Guidelines undergo a regularised five-year review cycle led by the INSARAG Guidelines Review Group (GRG).[[2]](#footnote-2)

Since 2015, the INSARAG Steering Group(ISG) recognised and supported the importance of maintaining, in between the 5 yearly GRG reviews, that continuity in knowledge and process, to ensure the link between the old and new INSARAG Guidelines and to ensure that an efficient and seamless process is transitioned to the Guidelines Review Group that is envisaged to start working in 2023.

Moreover, to be able to support and document the changes in the Guidance Notes that, per the current INSARAG Guidelines, are an integral part of the INSARAG Guidelines and can be changed on a yearly frequency. Therefore, a Transitional GRG team is recommended for 2020-23.

Tasks and responsibilities for “Transitional GRG 2021-2023”:

* Support and advice to INSARAG member states, member NGO’s, and INSARAG Regions and Working Groups in the dissemination and implementation of the revised INSARAG Guidelines
* Encourage and oversee the process of translation, dissemination and implementation of the current INSARAG Guidelines
* Report and update the INSARAG Regions, the Team Leaders Meeting and the INSARAG Steering Group regarding the yearly updates of the Guidance Notes
* Provide clarifications in relation to the INSARAG Guidelines
* Support the INSARAG secretariat in the moderation of the INSARAG Guidelines c.a. and the Technical Library
* Identify and analyse key issues for discussion during the next revision
* Qualify arising challenges, decisions and processes and reflect with the existing INSARAG Guidelines and propose possible improvements for the next GRG 2023 team
* Draft and coordinate the agenda for the modernization of the accessibility, integrity, consistency and administration of the INSARAG Guidelines
* Work closely and participate in the meetings of other WG’s and the Team Leader’s representatives where this is relevant, to ensure that various technical and operational issues are harmonised. Thus bolstering completeness, transparency, integrity and administrability of the INSARAG Guidelines
* Propose to ISG (in 2022) a work plan and a new GRG 2023 working group structure in line with situational awareness
* Ensure to provide minutes of meetings in timely manner to the INSARGA Secretariat
* Ensure record and filing of the minutes meetings and key decision to facilitate the understanding of the transitional process

Existing members of the GRG, and given their wealth of institutional knowledge, can be co-opted to support this transition team on a need basis. The meetings of his team will take place via video conference and annually back-to-back with the TL meeting.

In the spirit of inclusiveness and joint ownership, the (T)GRG will be composed of qualified members comprising members from the previous GRG 2020, and global representation from all three INSARAG Regions.

The Membership for the T-GRG are:

**Co-Chairs:**

Mr. Davis Lewis Asia-Pacific

Mr. Martin Evers Africa Europe Middle-East

**Mermbers:**

*Africa Europe Middle-East*

Mrs. Annika Coll

Mr. Ove Syslak (IRO)

*Americas*

Vacancy

*Asia Pacific*

Anthony Toh

Drafted by the T-GRG Co-Chairs in consultation with the INSARAG Secretariat 14 October 2020

1. In the text below the terminology (INSARAG) Guidelines Includes the Guidance Notes [↑](#footnote-ref-1)
2. INSARAG Guidelines Volume I (Policy) paragraph 2.8 [↑](#footnote-ref-2)